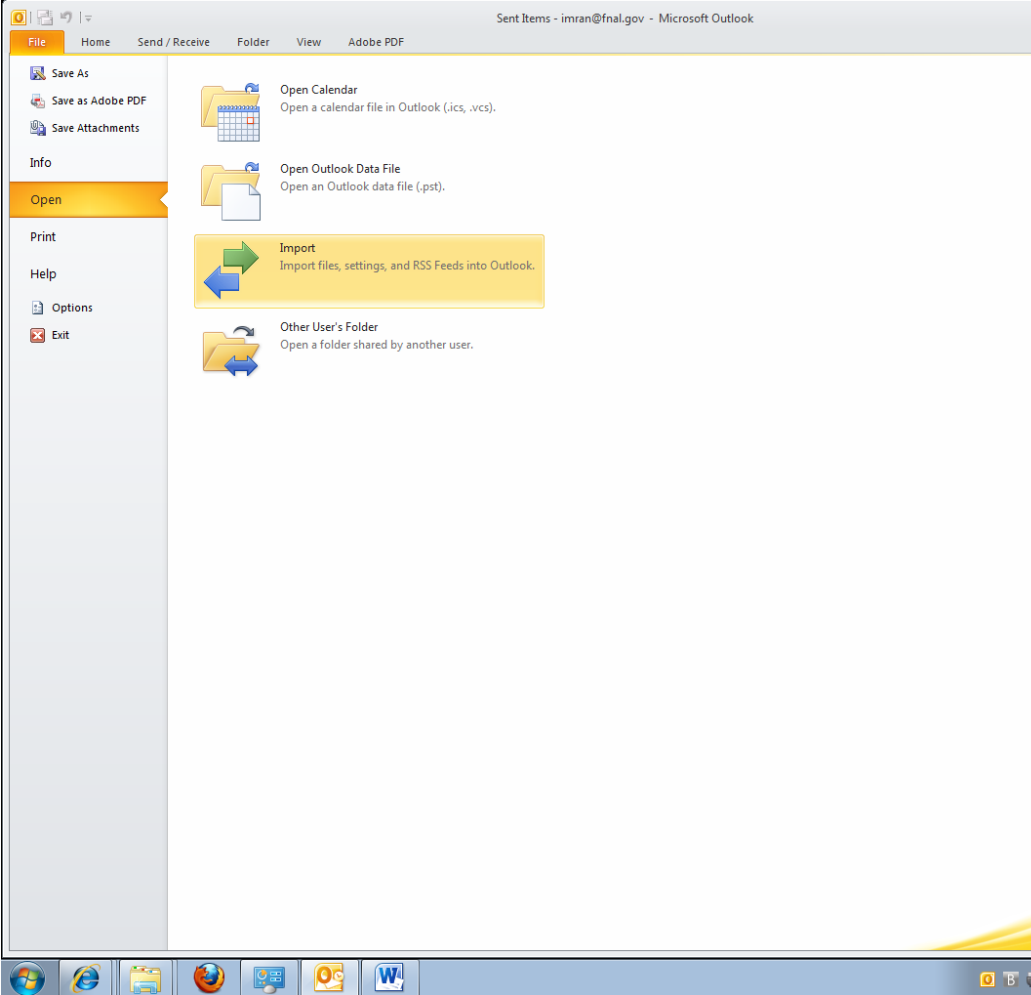
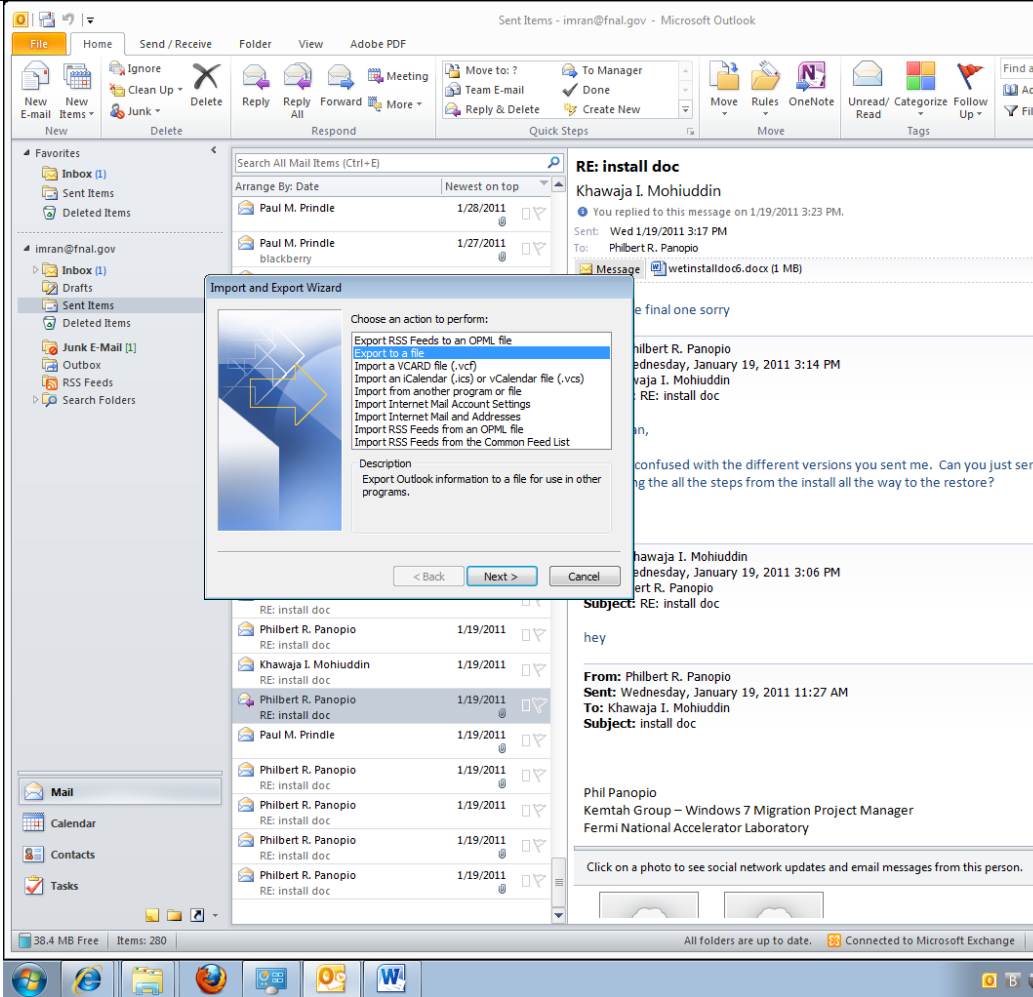
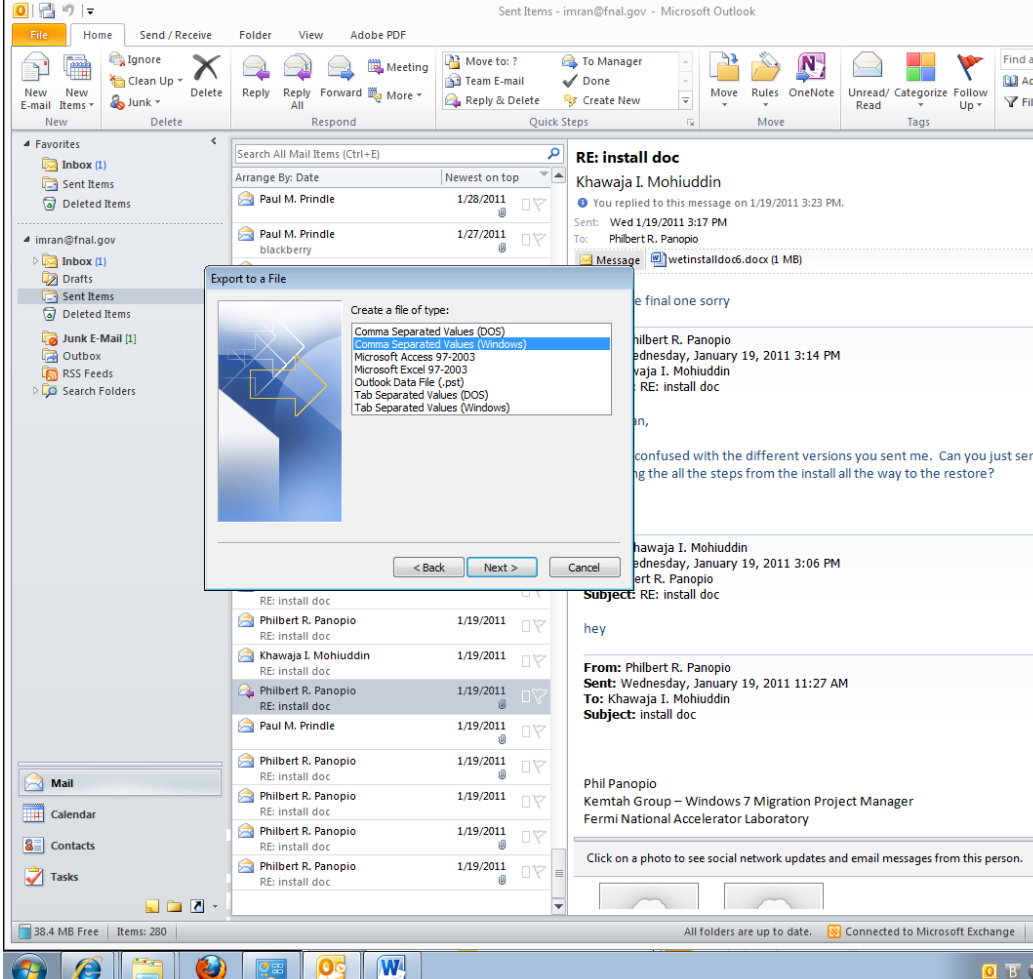
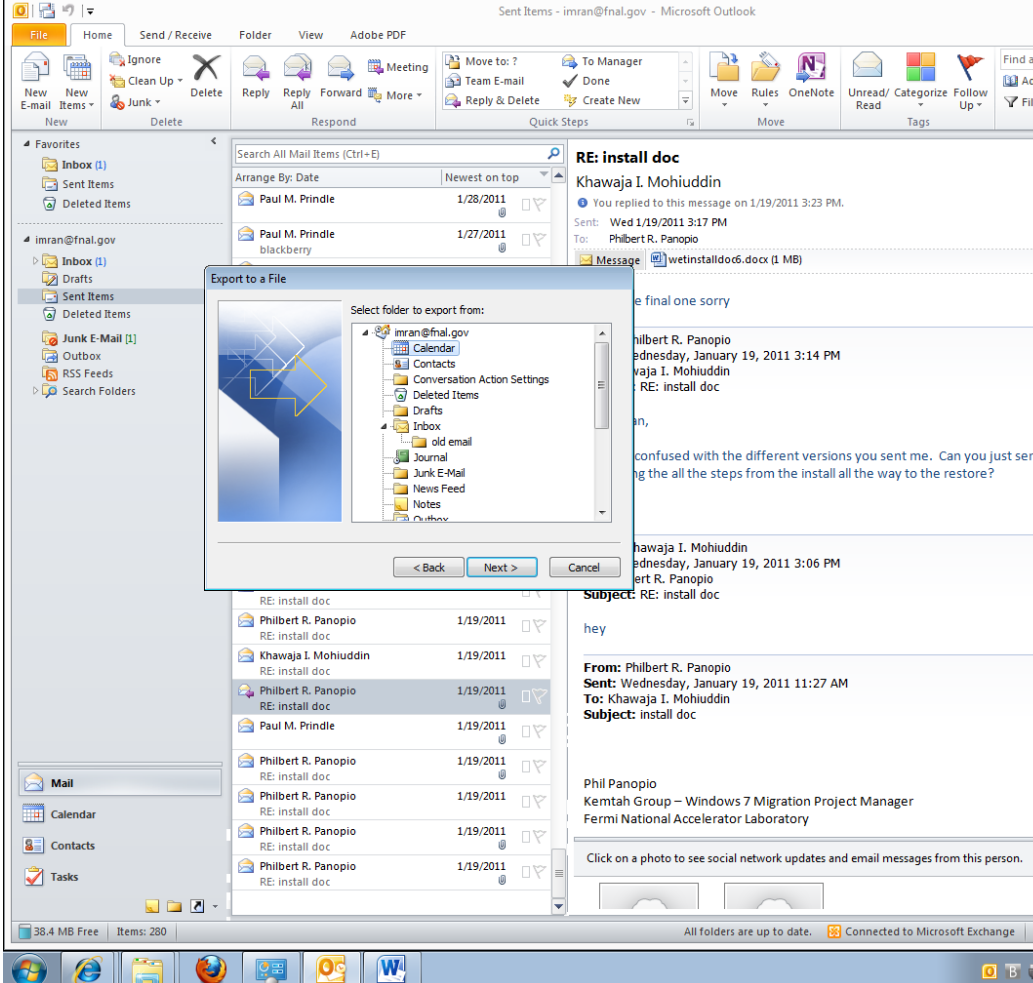


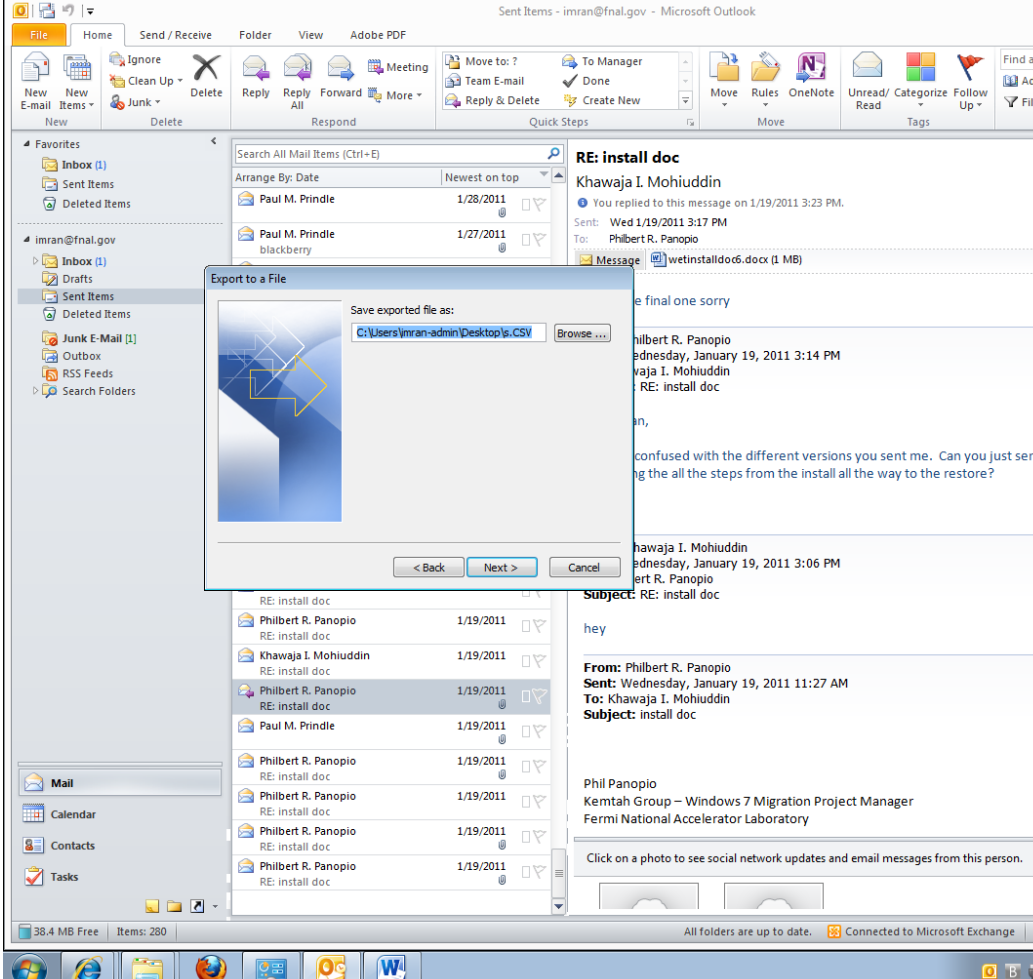
How to export your local calendar or local contacts to a csv file

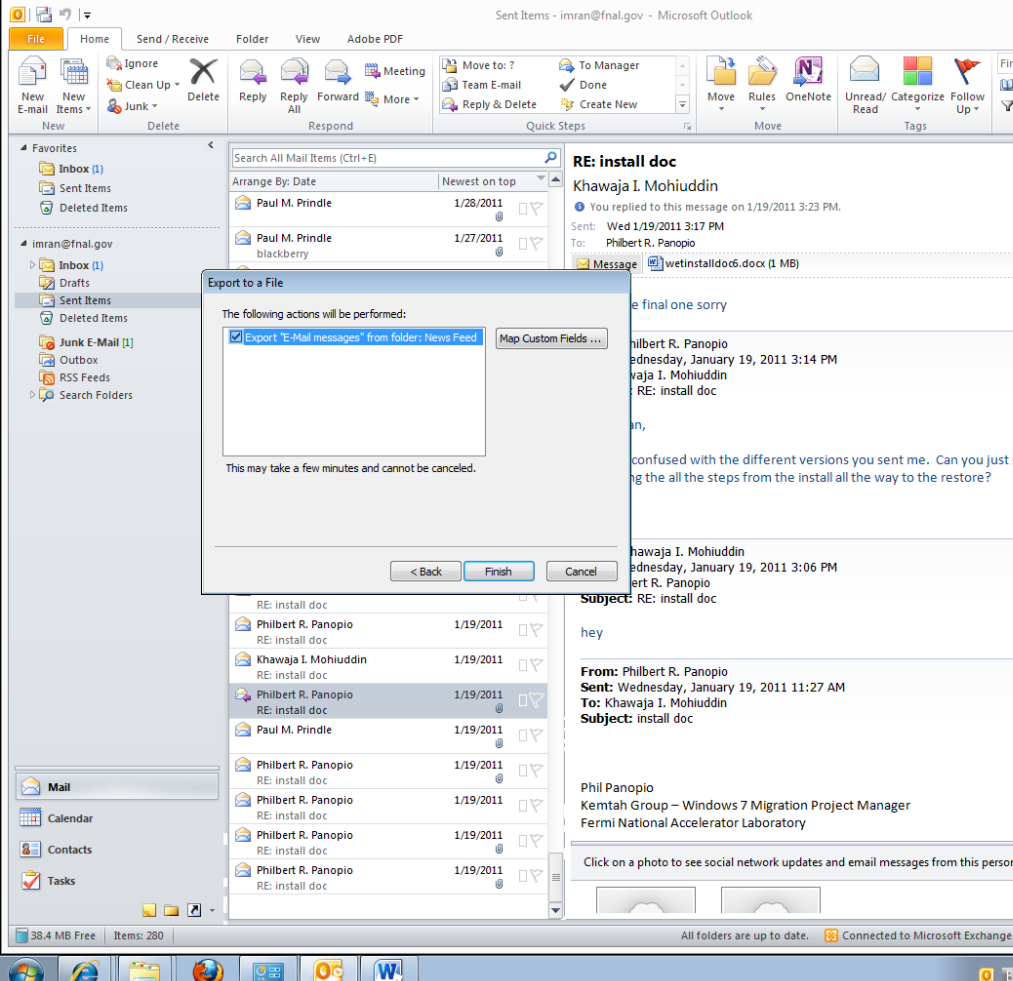
Action	Screen Shot or Screen Name, if applicable
1. Click on “File” and then “Open” and click on “Import”	 A screenshot of the Microsoft Outlook application window. The 'File' menu is open, showing options like 'Save As', 'Info', 'Open', 'Print', 'Help', 'Options', and 'Exit'. The 'Open' option is highlighted in orange. To the right of the menu, the 'Import' option is also highlighted in a yellow box. The 'Import' option includes a description: 'Import files, settings, and RSS Feeds into Outlook.' The background of the Outlook window shows a list of folders and a search bar. The Windows taskbar is visible at the bottom of the screen.

Action	Screen Shot or Screen Name, if applicable
<p>2. Select “Export to file” and then click on “Next”</p>	 <p>The screenshot displays the Microsoft Outlook interface. The 'Import and Export Wizard' dialog box is open, showing the 'Choose an action to perform:' step. The 'Export to a file' option is selected. The background shows an email thread titled 'RE: install doc' with messages from Philbert R. Panopio and Khawaja I. Mohiuddin. The email list on the left shows several messages with the subject 'RE: install doc'.</p>

Action	Screen Shot or Screen Name, if applicable
<p>3. Select on “Comma Separated Values (Windows)” and then click on “Next”</p>	 <p>The screenshot displays the Microsoft Outlook interface. The left sidebar shows the 'Sent Items' folder for the account 'imran@fnal.gov'. The main pane shows an email thread with the subject 'RE: install.doc'. The email is from Philbert R. Panopio to Khawaja I. Mohiuddin, dated Wednesday, January 19, 2011, at 3:17 PM. The email body contains the text: 'You replied to this message on 1/19/2011 3:23 PM. Sent: Wed 1/19/2011 3:17 PM To: Philbert R. Panopio Message: wetinstall.docx (1 MB)'. Below this, there is a message from Philbert R. Panopio dated Wednesday, January 19, 2011, at 3:14 PM, with the subject 'RE: install.doc'. The email body of this message says: 'The final one sorry Philbert R. Panopio Wednesday, January 19, 2011 3:14 PM Khawaja I. Mohiuddin RE: install.doc I am confused with the different versions you sent me. Can you just send me the all the steps from the install all the way to the restore? Khawaja I. Mohiuddin Wednesday, January 19, 2011 3:06 PM Philbert R. Panopio Subject: RE: install.doc hey From: Philbert R. Panopio Sent: Wednesday, January 19, 2011 11:27 AM To: Khawaja I. Mohiuddin Subject: install.doc Phil Panopio Kermah Group – Windows 7 Migration Project Manager Fermi National Accelerator Laboratory Click on a photo to see social network updates and email messages from this person.' An 'Export to a File' dialog box is open in the foreground, showing the 'Create a file of type:' list. The list includes 'Comma Separated Values (DOS)', 'Comma Separated Values (Windows)' (which is selected), 'Microsoft Access 97-2003', 'Microsoft Excel 97-2003', 'Outlook Data File (.pst)', 'Tab Separated Values (DOS)', and 'Tab Separated Values (Windows)'. The 'Next >' button is highlighted.</p>

Action	Screen Shot or Screen Name, if applicable
<p>4. Click on “Calendar” or “Contacts” depending on which one you want to export and then click on “Next”</p>	 <p>The screenshot displays the Microsoft Outlook application window. The title bar reads "Sent Items - imran@fnal.gov - Microsoft Outlook". The ribbon at the top includes "File", "Home", "Send / Receive", "Folder", "View", and "Adobe PDF". The left navigation pane shows the "Favorites" section with "Inbox (1)", "Sent Items", and "Deleted Items". Below this, the "imran@fnal.gov" account is expanded, showing "Inbox (1)", "Drafts", "Sent Items", "Deleted Items", "Junk E-Mail (1)", "Outbox", "RSS Feeds", and "Search Folders". At the bottom of the navigation pane, there are icons for "Mail", "Calendar", "Contacts", and "Tasks". The main pane shows a list of emails. The selected email is from "Philbert R. Panopio" with the subject "RE: install doc", dated "1/19/2011". The email body contains the text: "The final one sorry", "Philbert R. Panopio", "Wednesday, January 19, 2011 3:14 PM", "Khawaja I. Mohiuddin", "RE: install doc", "Hi,", "I am confused with the different versions you sent me. Can you just send me the final one please?", "Thank you", "Philbert R. Panopio", "Wednesday, January 19, 2011 3:06 PM", "Subject: RE: install doc", "hey", "From: Philbert R. Panopio", "Sent: Wednesday, January 19, 2011 11:27 AM", "To: Khawaja I. Mohiuddin", "Subject: install doc", "Phil Panopio", "Kernah Group – Windows 7 Migration Project Manager", "Fermi National Accelerator Laboratory", and "Click on a photo to see social network updates and email messages from this person." The "Export to a File" dialog box is open in the center, with the "Select folder to export from:" section showing a tree view of folders. The "Calendar" folder is selected. The dialog box has "Back", "Next >", and "Cancel" buttons. The status bar at the bottom shows "38.4 MB Free", "Items: 280", and "All folders are up to date. Connected to Microsoft Exchange".</p>

Action	Screen Shot or Screen Name, if applicable
<p>5. Browse to a location of your choice and then click on “Next”</p>	 <p>The screenshot displays the Microsoft Outlook interface. The left sidebar shows the 'Favorites' pane with 'Inbox (1)' and 'Sent Items'. The main window shows an email thread titled 'RE: install doc' from Khawaja I. Mohiuddin to Philbert R. Panopio. An 'Export to a File' dialog box is open, prompting the user to save the exported file as 'C:\Users\imran-admin\Desktop\1s.csv'. The dialog box has 'Next >' and 'Cancel' buttons. The email thread includes several messages dated January 19, 2011, discussing the installation document.</p>

Action	Screen Shot or Screen Name, if applicable
6. Click on “Finish”	 <p>The screenshot shows the Microsoft Outlook application window. The 'Export to a File' dialog box is open in the center. It contains a checkbox labeled 'Export E-Mail messages' from folder: News Feed, which is checked. Below this checkbox, a message states: 'This may take a few minutes and cannot be canceled.' At the bottom of the dialog box, there are three buttons: '< Back', 'Finish', and 'Cancel'. The background of the Outlook window shows a list of emails in the center pane and a message preview on the right pane. The message preview shows a conversation with Philbert R. Panopio and Khawaja I. Mohiuddin. The subject of the message is 'RE: install doc'. The message body contains text about a final one sorry and a confused with the different versions you sent me. Can you just send me the all the steps from the install all the way to the restore? The message was sent on Wednesday, January 19, 2011 3:14 PM. The message body also contains a signature for Phil Panopio, Kemtah Group – Windows 7 Migration Project Manager, Fermi National Accelerator Laboratory. The Outlook interface includes a ribbon at the top with tabs for File, Home, Send / Receive, Folder, View, and Adobe PDF. The left pane shows the folder hierarchy with Favorites, Favorites, and Favorites. The bottom status bar shows 38.4 MB Free, Items: 280, and Connected to Microsoft Exchange.</p>